

# PLEASE RETURN MONTANA STATE LIBRARY

STATE DOCUMENTS COLLECT

## ANNUAL REPORT — 1982

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### A Report to the Governor and the Forty-Eighth Legislature



The search for a new State Librarian began January, 1982, following Alma Jacob's retirement. Mrs. Jacobs served as State Librarian from July, 1973, to January, 1982. The Montana State Library Commission named Sara Parker State Librarian. Ms. Parker, formerly Regional Supervisor, Library Service Systems Coordination at Colorado State Library, began her duties September 1, 1982.



The State Library moved into the New Justice/Montana State Library building in November, 1982. From the time the State Library relocated from Missoula to Helena in 1965, the long range goal has been a new State Library building in the Capitol Complex. The new building, housing the Supreme Court, Justice Department, State Law Library and the State Library in a beautiful, functional building only two blocks from the Capitol, represents the realization of this goal.

#### Highlights in a year of transition:

- New State Library facility
- New State Librarian
- Major review of State Library programs

The Montana State Library Commission began a review of State Library programs in January, 1982. A six-member committee was named to examine services and recommend ways to maintain and improve them. The committee spent six months conducting the review, which explored many facets of library service in Montana. The report, prepared by Melinda Artz, contained 122 recommendations addressing the following needs:

- Clarification of service roles and relationships among State Library users
- Evaluation and planning for internal and statewide library automation
- Reviewing and revising State Library budget structures and funding levels
- Reviewing State Library personnel matters, including staff allocation, classification, professional development and performance evaluation
- Creating better understanding among users of the State Library's services in order to promote more public awareness

Implementation of the recommendations began in the fall.

## Montana public and other libraries

The State Library reached libraries through a variety of services and activities that provided:

**Reference service** filled 8,517 requests for information; performed 277 online searches; and circulated 5,260 library items.

**Coordination** of the statewide interlibrary loan system. This included State Library staff finding locations for 4,434 interlibrary loan requests through the Washington Library Network and forwarding these requests to holding libraries. Two meetings devoted to procedures and protocols for interlibrary loan were sponsored by the State Library.

**Coordination** of federation activities through four Coordinators' meetings with State Library staff.

**Distribution** of state documents and publications to 14 public, academic and special library depositories throughout the state.

**Fifty-eight consultative visits** by State Library staff to federation headquarters libraries and other libraries.

**Administration** and distribution of \$353,634 coal severance tax funds to public library federations. Administration of Library Services and Construction Act funds, which included grants to update the Montana Union List of Serials and to assist in the development of a COM catalog at the City-County Library of Missoula.

**Publication** and printing of the **Library Directory, with statistics**. Assistance with the publication, printing and distribution of the **Library Trustee Manual**.

**Sponsorship** of a training session on microcomputers and a workshop in grantsmanship.

## Blind and physically handicapped users

Service to users comes from the State Library Division for the Blind and Physically Handicapped. The Division is part of a national network of regional libraries which receive equipment and reading materials from the National Library Service of the Library of Congress. In this past year the Division has:

**Circulated** 51,857 talking books and cassettes to over 1,600 users. Sixty-eight percent of the circulated material was selected for the readers by staff in the Division because the readers were unable to select their own materials.

**Provided** 1,757 talking books and cassettes in nursing homes, group homes and public schools for special education students.

**Distributed** 1,079 talking book machines to new users or to those persons needing replacement machines.

**Added** 6,998 copies of talking books and cassettes to the State Library's collection.

**Responded** to users with 7,689 letters and telephone calls.

**Coordinated** 1,900 hours of service from volunteers. This included the Telephone Pioneers, who repair talking book machines.

## Employees of state government

The State Library provided information to government officials to help them perform their work. In doing this, the Reference Department:

**Responded** to 11,162 requests from state employees for information in 1982. Questions came by mail, telephone or visits to the State Library. They ranged from simple questions, such as what are the historic gold mining sites in Lewis and Clark County, to complex ones, such as the health and environmental effects of Endrin.

**Performed** 415 online reference searches to provide in depth information on particular topics. The State Library has access to 160 computer data bases for these searches.

**Borrowed** 4,484 items not owned by the State Library through interlibrary loan for state agency users. The Reference staff uses the Washington Library Network computer terminal for interlibrary loan requests to verify titles and to locate the requested material.

**Checked** out 26,192 books, government documents, journals and periodicals to state agency employees.

**Scheduled** nine orientation sessions for 117 persons in order to introduce state employees to the Library. (In the month of January, 1982, the State Library has held 12 orientation meetings with 149 attending).

## Residents of Montana institutions

These users received both direct and indirect service from the State Library:

**Direct service** was provided to those institutions nearest to Helena. These are: Boulder River School and Hospital, Galen State Hospital, Montana State Prison, Mountain View School for Girls and Warm Springs State Hospital. Service to these residents included:

**Purchase** of paperbacks, magazines and newspaper subscriptions, legal materials, basic reference books, puzzles, picture books and toys, which were placed in the institutional libraries. A total of \$10,072 was allocated for these materials.

**Reference and interlibrary loan** services were provided.

**Warm Springs State Hospital** has a library with services provided by a librarian from the State Library staff.

**Consultative services** and 17 visits from the Institutional Consultant and the State Library staff.

**Indirect service** was provided to Center for the Aged, Eastmont Human Services Center, Pine Hills School, School for the Deaf and Blind, Swan River Youth Camp and Veterans Home through contracts with the Lewistown City Library, Glendive Public Library, Miles City Public Library, Great Falls Public Library and the Flathead County Library.

The activities that support these services:

**Acquisitions** — the State Library added 1,300 volumes (783 titles) to its collection and continued 840 subscriptions to periodicals in 1982.

**Shared cataloging** — the Washington Library Network (WLN) provided cataloging information for 90 percent of these new titles. The State Library provided original cataloging information for Montana state documents to the WLN data base.

**Retrospective conversion** — Montana State Library's continued membership in WLN in 1982 allowed 31,000 more of the Library's holdings to be entered into the WLN data base. The State Library now has 42,303 of a total 64,712 records in WLN.

**State and federal documents** — 12,000 volumes of state documents and publications were processed by the State Library for distribution to depository libraries and for adding to the State Library collection. 11,826 volumes of federal documents were added to the State Library collection. 2,321 were hard copy volumes and 9,541 were microfiche.

**Library of Congress Name Authority Project** — the State Library participated in this project to provide name authority headings for Montana documents and publications. This assured accurate retrieval of state publications by providing uniformity of names of state agencies.

**Montana State Library Financial Overview  
FY 1982**  
**State Library expenditures by program and fund**

Program	General Fund	Federal Funds LSCA	Coal Severance Tax	Total Expenditures
Program 1 — General Library Services	\$ 120,359	\$ 141,370	\$ 362,107*	\$ 623,836
Program 2 — Networks	80,065	65,934	68,827	214,826
Program 3 — Institutional Library Service	45,849	55,262	0	101,111
Program 4 — Service to the Blind and Physically Handicapped	48,481	62,484	0	110,965
Program 5 — Administration	51,273	53,558	0	104,831
Totals	346,027	378,608	430,934	1,155,569

\* \$353,634 distributed as grants to federations

**Montana State Library Commission:**

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Mary Hudspeth, 212 Sunset, Glendive, MT 59330

Erling Oelz, Interim Director, Mansfield Library, University of Montana, Missoula, MT 59812

**State Librarian:**

Sara Parker, Montana State Library, 1515 E. Sixth Avenue, Helena, MT 59620